

February 1, 2007

Dear Providers of IFE& S Services:

In order to assure that the State Screening Process is conducted with the best interest of the families and to alleviate any conflict among providers, effective January 25, 2007, these changes to the IFE&S Policies and Procedures will take effect and the IFE&S Policies and Procedures Document will be amended to reflect the changes:

- 2 Quality Improvement Specialists will review the referral packets, reach consensus and award the service opening to the family.
- If the Q's cannot agree, then they will request the Screening Review Board make the selections, which will be based on a majority vote. The Screening Review Board is comprised of the Child and Family/Part C Coordinator/ The Waiver Specialist/ and a Bureau Chief.
- There will no longer be a Screening Committee. Providers will prepare the packets and submit them to the Quality Improvement Specialists with in the scheduled timelines referenced in the IFE& S Policies and Procedures Document Revised January 25, 2007.
- If the packets are not complete the applicant will not be screened for the opening.
- Providers are responsible for seeing that their staff are trained in the IFE& S referral process.
- Quality Improvement Specialists will assist with training when asked. They will provide instruction on the use of the appropriate forms and the scoring tool.
- The State may grant an exception to the 30 day period for unusual or extraordinary circumstances.

I believe that these changes will provide all eligible families with the opportunity they need to provide the care their children require.

Respectfully,

Jeff Sturm, Director
Developmental Disabilities Program
Department of Public Health & Human Services

Cc: Joan Miles, DPHHS Director
John Chappius, DPHHS Deputy Director
Jannis Consleyea, Bureau Chief
Tim Plaska, Bureau Chief
Jackie Emerson, Child and Family/Part C Coordinator
Larry Lovelace, Regional Manager
Brad Johnson, Quality Improvement Specialist